

DEPARTMENT POLICY

POLICY # 307	SUBJECT: Departmental Shadowing Program
EFFECTIVE DATE: December 8, 2004	PAGE 1 of 2
AUTHORIZED SIGNATURE:	

DEPARTMENTAL SHADOWING PROGRAM

I. PURPOSE

The purpose of the Shadowing Program is to provide employees of the Department of Services for Children, Youth and Their Families (DSCYF) an opportunity for professional growth and development by shadowing a DSCYF employee in another position or division.

II. POLICY

It is the policy of DSCYF to encourage the professional development and growth of employees by encouraging them to gain an understanding of the functions of staff in other positions within their own division or other divisions in the Department. Participation by an employee in the Shadowing Program who seeks to shadow another DSCYF staff person is limited to one occurrence per calendar year and may be included as a desired training or education experience in the employee's annual Professional Development Plan.

There must be supervisory approval for both the person being shadowed as well as the person who wishes to shadow.

Shadowing must never unduly compromise services, safety, security, or confidentiality.

III. PROCEDURES

- A. The employee who wants to shadow another DSCYF employee consults his or her supervisor to identify a specific person or position to shadow and prepares a justification as to why the employee desires to shadow this person or position.
- B. There should be input from the person to be shadowed and a mutual understanding reached between the employee and the person to be shadowed before approval is obtained from both the employee's supervisor and the supervisor of the person to be shadowed. Supervisors can help with development of the mutual understanding.
- C. The person to be shadowed and his/her supervisor determine whether the person to be shadowed can participate based on time availability and the nature and appropriateness of request.
- D. An individual DSCYF employee may be shadowed more than one time per year with supervisory approval.

POLICY # 307	SUBJECT: Departmental Shadowing Program	PAGE 2 of 2
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- E. After the shadowing experience is completed, the employee documents what he/she has learned from the experience. The employee and his/her supervisor shall have a debriefing session to discuss the shadowing experience.

IV. INSTRUCTIONS FOR COMPLETING THE SHADOWING PROGRAM FORM

A. Using the attached form:

1. The employee completes the appropriate sections of the form after consulting with the person to be shadowed and his/her supervisor
2. If the employee's supervisor agrees with the request, he/she will contact the supervisor of the person to be shadowed to discuss the request.
3. The supervisor of the person to be shadowed will discuss the request with his/her employee.
4. Once agreement has been reached between all the parties and the date(s) for the shadowing experience agreed upon, all parties will sign the form. The form is to be signed before the shadowing experience occurs.
5. Following the shadowing experience, the employee documents what he/she has learned from the experience on the form.
6. The employee and his/her supervisor will have a debriefing session and will document their discussion on the form.
7. The employee shall keep a copy of the DSCYF Shadowing Program Form, files a copy with his/her supervisor, and sends a copy to the Human Resources Unit.

DSCFY SHADOWING PROGRAM FORM

Employee Name:

Job Title:

Person and/or Position to be Shadowed:

Date(s) of Shadowing:

Setting (facility, unit, functional area):

Employee Expectations of Participation in Shadowing Program:

Questions the Employee will ask the Person being Shadowed:

Review the Department's Confidentiality Policy located online.

Employee Signature/Date

Employee's Supervisor Signature/Date

Person Shadowed-Signature/Date

Person Shadowed Supervisor's Signature/ Date

TO BE COMPLETED FOLLOWING THE SHADOWING EXPERIENCE

What Did the Employee Learn?

Summary of the Debriefing Session (by employees and their supervisors):

Use additional sheets if necessary